MIDDLE STATES STEERING COMMITTEE
March 15, 2012
FOB Conference Room 9:30 a.m.

Present: J.D Delong (via Skype), Patty Todd, Christa Kelson, Mary O'Horo-Loomis, Karen Spellacy, Terry Waldruff, Carli Schiffner, Sarah Todd, Bruce Alexander, Martin Liu, Sue Law

Absent: Dave Norenberg, William Barnes, Brandon Baldwin, Mark Howlett, Michelle Currier, Feng Hong

Guest: Molly Mott

1. Approval of February 10, 2012 minutes.

   Minutes were approved as written.

2. Report on Status of MSCHE Chair

   Dr. William J. Martin, Senior Vice President at Pennsylvania College of Technology, is the MSCHE Chair for our site visit.

   a. Conference call scheduled for 3/28/12

      In preliminary conversation with Dr. Martin, J.D. was asked up front regarding if there were any of the 14 standards we cannot meet. J.D. discussed our difficulty with closing loop on planning and tying the overall assessment plan into strategic plan. He noted that we are working on these issues and steps are being taken so we should have things completed or well under way. If anyone else feels the need to be part of this conference call let J.D. know by 3/28 at 9:30 a.m. our time. Carli requested to be included. Sandy Livernois will set up conference call.

   b. Discussed Dr. Martin’s preliminary visit.

      J.D. will recommended early Fall 2012. Want to have site visit before mid-April 2013 so commission can review and approve by June 2013.

3. Update on Self-Study Draft

   Please review and provide your comments by 4/9/12. Carli asked how to organize feedback. J.D. would prefer to have pieces one at a time to avoid getting too much at once. Consider using Track Changes. Committee members may comment on anything – formatting, spelling or more global. Place corrections in Angel Self-Study draft file.
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J.D. identified issues:
   1) Recommendations regarding retention
   2) Need concrete ideas and plans.

Carli and Molly – could pull retention committee recommendations into the self-study.

a. Does the narrative overall address all the fundamental elements of the particular characteristics?

   J.D. has gone through and made comments if not addressed but please check again.

b. Is the information accurate? Fact check i.e. not agreement

c. Are the responses complete?

d. Are we missing any important recommendations?

   Left all recommendations in but may not be doable in time frame needed. May not want to leave very low level recommendations – i.e. hire participation person

e. Please note any personal recommendations for improvements. J.D. removed duplicate information – but review for that – make note. J.D. will be adding links within document. Goal 100 pages for final document (not including appendixes).

4. Committee to Prepare Document Room


   b. Working on list to use to Index documents.

      Committee has met. Robert House, IT Faculty, created electronic document room to make access easier. Michelle Currier is working on list of index entries to access documents, by name, characteristic of excellence etc. Transition documents in near future.

   c. Scouting out Space for room on campus.

      Sue Law has talked with Mike McCormick and looking at available options. Expect at least six site visitors. Different locations discussed. Consider FOB conference room.
5. Mock Review Team

Discussion regarding a mock review after the second draft - possibly April 30-May 4. Committee discussed possible individuals who could do the mock review. Carli has someone from Washington State. (Wilma Duellin – Faculty Director Institutional Research). Possible campus individuals include Steven Freempong, Maureen Maiocco or Brian Washburn. Should reach out to SLU, Clarkson and SUNY Potsdam. Jerry Gravander, Associate Dean of Arts & Sciences, wrote Clarkson’s last self-study and he shared their self-study design so he may be willing to be a mock reviewer. J.D will contact him.

It was agreed to ask Tom Sauter, College Council Member and a work group member, to review the self-study draft. Carli will talk to Shawn Miller since Tom was on her work group.

Discussed what will be required of these reviewers. It will require a commitment of time to read the document and compare with MS standards, recommendations and accommodations and make recommendations for changes, deletions etc. That review will be used to complete the self-study for a version to roll out in early fall for campus wide comments and town hall meetings etc.

Next Meeting April 20, 2012 (Friday) at 9:30 a.m. (FOB 620)